



# AN AASIS TRAINING GUIDE

## Payroll Process Overview and Tips and Tools



This Document Provides an  
**OVERVIEW** of the entire Payroll  
Posting Process with applicable  
deadlines and  
Tips and Tricks.



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## **Human Resources Process (Calculates and Produces Paychecks)**

1. Time Entry, Approval, Transfer, and Evaluation done by Agencies. Process to be completed by Monday Noon of Payroll Week.
2. Payroll Simulation to be done by Monday Noon by Agency staff.
3. Statewide Time process done by OPM. Begins Monday Noon of Payroll Week.
4. Time Correction - OPM contacts agencies with time problems to be corrected ASAP.
5. Payroll Simulation to be done by OPM Monday afternoon.
6. Live Payroll process completed by OPM Tuesday AM.
7. OPM produces ACH and Warrant files to be transmitted to the Auditor by close of business Tuesday.



## FI Posting Process (Reduces Budget and Creates Due To/Due From)

1. **HR RESULTS CAN NOT BE CHANGED. THE FI POSTING MUST OCCUR AS PRODUCED IN LIVE PAYROLL. (ARHMS and AFGM** – Once the balancing process had been completed and a payroll voucher produced, Agency staff had the option to change coding pieces prior to expensing and creating actual paychecks. **AASIS** – Paychecks have already been created and produced at this step in the process; therefore, no changes can be made to the posting. Agency staff **must** evaluation HR data and identifying any changes prior to the Statewide Time Process.)
2. FI Payroll Posting begins Tuesday AM and should be completed by Wednesday Noon. This process reduces budget.
3. To aid in this process, Agencies can use a newly created transaction, ZPP\_FI\_REPORT, to see prior payroll postings to calculate an estimated amount to align budget.
4. DFA will contact Agencies staff to process budget transfers to allow the FI Post.
5. The FI Posting Process creates the Due To/Due From liability from the Agency's Fund and a receivable to the Payroll Paying Fund.



## Office of Accounting

### Office of Accounting

- Performs funding distributions by Noon Wednesday.



## **Agency Notification (New process to provide Agencies tools)**

1. DFA will utilize the SAP system message transaction to relay FI Posting Run numbers to Agency Staff.
2. Agency staff will run the newly created transaction, ZPAYXTM, to determine funding requirements.
3. Agency staff will align funds and/or request legal loans within 4 hours to cover payroll due to/due froms created by the FI Payroll Posting.



## **Cash Transfer (Moves funding from Agency Treasury Funds to the Payroll Paying Fund)**

1. DFA staff to run automated cash transfer program to clear Due To/Due From(s) by Wednesday 4 pm.
2. Agency staff will need to use the tutorial on Payroll Due To/Due From to clear outstanding balances.
3. All outstanding due to/due from balances are to be resolved by Thursday Noon the week of payroll.



### **Third Party Process (Creates payment for payroll deductions and benefits)**

1. DFA performs Third Party Posting process by end of day Thursday.
2. DFA receives and mails warrants with associated reports on Friday and Monday. In addition to warrants, ACH reports and benefit interfaces are completed on Friday and Monday.



## Post Cash Detail

1. DFA runs program to post warrant and ACH information in AASIS on Monday after payday.



## TIPS AND TOOLS

Payroll Process has multiple steps.

1. HR time entry, approval, transfer, evaluation
2. HR Simulation and Live Posting to create paychecks
3. FI Payroll Posting to reduce budget and create funding needs
4. Cash Transfers to move funding to the Payroll Paying Fund
5. Clear outstanding due to/due from balances



## TIPS AND TOOLS

- **Security Role Assignment**
  - HR/FI Posting Specialist – a new role created by ASC to provide integration between HR and FI.
    - Identify Agency Staff to be assigned role.
    - Limited to a small number of users authorized in HR OR FI.
    - Role will have access to HR confidential data.
    - Request role through Agency Security Liaison.



## TIPS AND TOOLS

### **Tutorials or Courseware identified as tools that are located on the AASIS Website**

- Payroll Due To/ Due From GD20 and Trial Balance  
<http://aasis.state.ar.us/Training/Courses/default.htm> Reporting – Payroll Posting Reporting
- Payroll Cash Transfer Funds List – ZPAYXTM  
<http://aasis.state.ar.us/Training/Courses/default.htm> Reporting - Payroll Posting Reporting
- Payroll Posting Report – ZPP\_FI\_Report  
<http://aasis.state.ar.us/Training/Courses/default.htm> Reporting - Payroll Posting Reporting
- Budget Transfer Courseware  
<http://aasis.state.ar.us/Training/CourseWare/CWareBMA.htm>



## TIPS AND TOOLS

- **Reoccurring FI Posting Problems that require HR fixes**
  - **Employee master data problems**
    - **Missing Home Cost Center**
    - **Home Cost Center assigned to Cash fund**
    - **Time entry for unauthorized Legislation**
    - **Unassigned Home Cost Center with associated Cost Distribution missing**